

Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Membership Workgroup Meeting Details

Time	Wednesday, May 15, 2019; 10:00AM-11:30AM
Location	Rooms 4011-4012, Valerie C. Woodard Conference Center Suite 4000 (Door E) / 3205 Freedom Drive, Charlotte, NC 28208
Attendance	Annette Huffstead, Lamar Gill, Dale Louder, Kayla Earley (<i>ex-Officio</i>)
Meeting goals	<ol style="list-style-type: none">1. Get to know each other2. Finalize new membership application3. Understand Workgroup responsibilities

Agenda

Topic	Facilitator	Time
Get to know each other	Everyone	10:00-10:15
Edit membership application	Everyone	10:45-11:15
Review workplan for Fiscal Year 19-20	Everyone	11:15-11:30

Action Items for follow up	Assigned To	Due Date
Invite at least 1 unaligned consumer to visit the PB	Everyone	7/17/19
Attend next Workgroup meeting: August 14, 2019; 11:00am at Coultrane's (1518 Central Ave. Charlotte, NC 28205)	Voting members	8/14/19

Minutes

Meeting started at approximately 10:00am with Co-Chairs Annette Huffstead and Lamar Gill introducing themselves to the Planning Body / Membership Workgroup's newest member, Mr. Dale Louder.

The group discussed how often it should meet and decided on once every 3 months, or more often as needed. Additionally, the group discussed the need to recruit more members for the Workgroup, with emphasis on unaligned consumers. Gill identified 2 unaligned consumers on the Planning Body who are not currently engaged in a workgroup and is to ask them to participate.

The group reviewed the Membership Workgroup's 2019-2020 Workplan and made a timeline for tasks to be completed. Additionally, the workgroup is interested in engaging in the following activities to support PB members:

1. Implement a cultural diversity presentation; roll out to the Planning Body circa September 2019
2. Focus on recruitment
3. Public speaking seminar placing emphasis on tactful, professional, and effective writing and verbal communications; prospective roll out is tentative for December 2019

Members voted to approve an online membership application in its original form. Transforming to an online membership application will support consumers with limited reading and/or limited English to complete the application with technical assistance from their personal devices.